U. S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3303C-10 (Rev. 10-04)

RECORD OF PERFORMANCE QUALIFICATIONS FS

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for the next higher pay grade prior to advancement. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration and signoff of new performance qualifications at or below the current pay grade is not required for advancement the qualifications will be used to develop future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade for their specific rating to facilitate mentoring junior personnel in their charge.

Reference material should be available through the U.S. Coast Guard Directives System Intranet site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm, U.S. Coast Guard Directives System Internet site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm, your unit, the CG Institute, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

This revision to the FS EPQs updates references and corrects some grammatical errors in the 12-03 edition. Those personnel that are in the process of qualification signed-offs are to have verification signatures transferred to this newer EPQ edition by their supervisor.

RATING FOOD SERVICE SPECIA	LIST (Effective for the MAY 2005 A	abbreviation FS
OCT 2005 Reserve SWE)	Eliot (Effective for the MITT 2003 A	
DATE COMPLETED ALL PERFOR	MANCE QUALIFICATIONS FOR RATE LEVEL	
E-4	E-5	E-6
E-7	E-8	E-9
NAME (Last, First, Middle Initial)		EMPLID NUMBER

CG-3303C-10 (Rev. 10-04) (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE) **SIGNATURE OF SUPERVISOR** INITIALS RATE DATE NAME/SIGNATURE UNIT REMARKS

TING: FOOL	SERVICE SPECIALIST	INIT	DATE
A.	FOOD PREPARATION		
	SupGuide : For each of the tasks listed in this section, the member will safely operate the required equipment including: energizing, controlling, securing, cleaning, and sanitizing.		
4.A.01	PERFORM the three types of recipe adjustments IAW Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.02	PERFORM the following cutting techniques on at least two different food items IAW "Professional Cooking" by Wayne Gisslen:		
	DiceMinceChopSlice		
	SupGuide : Member will be required to display two proper techniques using the appropriate knife for each.		
4.A.03	COOK, progressively, two items from an approved weekly menu IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.04	PREPARE brewed coffee, drink-mix, and brewed iced tea IAW "Professional Cooking" by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and product instructions.		
	SupGuide : Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.		
4.A.05	PREPARE at least one of the following meats using dry heat cooking method. IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	PoultryBeefPorkSeafood		
ME (Last, Fi	rst, Middle Initial)	EMPLID N	UMBER

TING: FOO	D SERVICE SPECIALIST	INIT	DATE
4.A.06	PREPARE at least one of the following meats using moist heat cooking method IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	PoultryBeefPorkSeafood		
4.A.07	PREPARE at least one of the following meats with the dry heat using fat/frying cooking method IAW "Professional Cooking" by Wayne Gisslen:		
	PoultryBeefPorkSeafood		
4.A.08	PREPARE the following sauces IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	Brown sauceWhite sauceTomato sauce		
4.A.09	PREPARE the following cold sauces IAW "Professional Cooking" by Wayne Gisslen:		
	Tartar sauceCocktail sauce		
4.A.10	PREPARE a clear/light soup IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
ME (Last, F	irst, Middle Initial)	EMPLID N	UMBER

TING: FOO	D SERVICE SPECIALIST	INIT	DATE
4.A.11	PREPARE a heavy/thick soup IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.12	CARVE the following cooked meats IAW "Professional Cooking" by Wayne Gisslen:		
	Whole turkeyRoast beef or pork		
4.A.13	PREPARE the following eggs cooked to order IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	 Over easy Over medium Over hard Scrambled Omelet 		
4.A.14	PREPARE the following simmered egg products IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	PoachedSoft cooked/boiledHard cooked/boiled		
4.A.15	WASH fresh fruits and vegetables for consumption IAW "Professional Cooking" by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).		
4.A.16	PREPARE at least one uncooked salad IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.17	PREPARE at least one cooked salad IAW. "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
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ING: FOOI	O SERVICE SPECIALIST	INIT	DATE
4.A.18	PREPARE a fresh and frozen vegetable product IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.19	PREPARE at least one rice product IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.20	PREPARE at least one pasta product IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
4.A.21	PREPARE potato products utilizing the following cooking methods IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	BakedBoiled/SimmeredDry heat using fat/frying		
4.A.22	PREPARE the following from raw ingredients IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	One-crust pie.Two-crust pie		
4.A.23	PREPARE a frosted sheet cake IAW "Professional Cooking" by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and product instructions.		
	SupGuide : Member will be required to bake a sheet cake, prepare from raw ingredients a butter cream frosting/icing, and frost the cake.		
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4.A.24	PREPARE at least three of the following types of cookies from raw ingredients IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	 Bars Ice Box/Refrigerated Rolled Dropped Sheet 		
4.A.25	PREPARE the following yeast-raised products from raw ingredients IAW "Professional Cooking" by Wayne Gisslen:		
	Soft RollsSweet Roll Dough		
4.A.26	PREPARE the following cooked cereals IAW product instructions:		
	OatmealGritsCream of Wheat		
	SupGuide: Ensure member DOES NOT use instant products.		
4.A.27	PREPARE the following quick bread products from raw ingredients IAW "Professional Cooking" by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:		
	PancakesMuffinsBiscuits		
5.A.01	PREPARE the following yeast-raised products from raw ingredients IAW "Professional Cooking" by Wayne Gisslen:		
	White Pan BreadFrench BreadDanish PastryCroissants		
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ING: FOO	SERVICE SPECIALIST	INIT	DATE
5.A.02	PREPARE the following desserts from raw ingredients IAW "Professional Cooking" by Wayne Gisslen:		
	Baked Custard		
	Bavarian Cream		
	Chocolate Mousse		
	Foam/Sponge Cake		
5.A.03	DRAFT a two-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
	SupGuide: Completion of this task includes menu costing.		
5.A.04	DRAFT a load guide for a two-week deployment using an approved two-week cycle menu IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
5.A.05	DRAFT a workflow plan for a specialty meal (i.e. Holiday, Special event) IAW "Professional Cooking" by Wayne Gisslen and any supervisor approved recipe book.		
5.A.06	MODIFY a currently used recipe following the basic principles of nutrition IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series), Food Service Management General Messes, NAVSUP Publication 486, Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series) and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.		
6.A.01	DRAFT a six-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series).		
	SupGuide: Completion of this task includes menu costing.		
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NG: FOOI	D SERVICE SPECIALIST	INIT	DATE
В.	UTENSILS AND EQUIPMENT		
4.B.01	MAINTAIN safe serving temperatures utilizing the following IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486:		
	Steam TableChilled Salad Bar		
	SupGuide : Ensure that member continues to monitor equipment for safe serving temperatures throughout serving period.		
4.B.02	MAINTAIN the following knives using a sharpening stone and steel IAW "Professional Cooking" by Wayne Gisslen:		
	Chef's knifeBoning knifeParing knife		
C.	SAFETY AND SANITATION		
4.C.01	STORE leftover food IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).		
4.C.02	CLEAN/SANITIZE all food and non-food contact surfaces within food service spaces IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).		
	SupGuide : Ensure trashcans are included while performing this task.		
4.C.03	WASH dishes utilizing a dishwashing machine IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486.		
	SupGuide : The member will assemble operate, de-scale, and disassemble the dishwashing machine.		
4.C.04	WASH dishes utilizing manual dishwashing procedures IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486.		
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ing: Fooi	O SERVICE SPECIALIST	INIT	DATE
4.C.05	CLEAN/SANITIZE ice machines IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486.		
4.C.06	CLEAN/SANITIZE reefers/freezers IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486.		
5.C.01	INSPECT food items upon delivery to ensure compliance with specifications IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).		
5.C.02	INSPECT all food handlers for compliance to hygiene and uniform standards IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series) and Food Service Management General Messes, NAVSUP Publication 486.		
D.	PROCUREMENT		
5.D.01	PREPARE a procurement request, DOT F 4200.1, for supplies and services from commercial sources IAW Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series) and the Federal Supply System.		
5.D.02	PROCURE food items using one of the following methods IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) and the Coast Guard Food Service Manual, COMDTINST M4061.5 (series):		
	 IMPAC credit card Prime Vendor Blanket Purchase Agreement 		
	SupGuide : Ensure member constructs accounting line data while performing this task.		
E.	RECEIPT AND STORAGE		
5.E.01	VERIFY a received food purchase receipt for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
	SupGuide: Member will ensure listed quantities are correct.		
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5.E.02	STORE received food items IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).		
	SupGuide : Ensure that member rotates stock utilizing First In, First Out (FIFO) rule.		
F.	TRAINING		
6.F.01	DELIVER a presentation to Food Service personnel on the basic principles of nutrition IAW "Professional Cooking" by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB 6200.3 (series).		
7.F.01	TRAIN subordinates in management procedures necessary to complete an end of month report using the following documents IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
	 CG-3123 Ration Memorandum CG-3471 Daily Ration Cost Record CG-3469 Provision Inventory Control Record CG-4246 or NAVSUP 766 Provision Ledger CG-3476 Individual Credit Account CG-4261 Provision Inventory Report CG-5269 Report of Survey CG-3114 Adjustment Form CG-2576 CG Dining Facility Operating Statement Call Record Sheet CG-4901 Meal Sign-In Sheet Transmittal Letter Cash Log DD-1149 Requisition and Invoice/Shipping Document Current BDFA message Collection Acknowledgement receipts Flight meal / Special meal request 		
7.F.02	DELIVER a presentation for Coast Guard Dining Facility patrons on healthy eating habits to include daily caloric, and nutrient intake IAW the Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series), "Professional Cooking" by Wayne Gisslen and the Weight Management Self-Help Guide, COMDTPUB P6200.3.		
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NG: FOOI	SERVICE SPECIALIST	INIT	DATE
G.	PAPERWORK AND INVENTORY MANAGEMENT		
	PREPARE an end of month "Physical Inventory" IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
	SupGuide : Ensure that member uses Provision Inventory Report CG-4261.		
5.G.02	HANDLE monetary funds IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) to include the following:		
	CollectionAccountabilitySecurityTransmittal		
5.G.03	COMPLETE a CG-2581 IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) for each of the following tasks:		
	 Issues to Mess Sale of Stores Transfer of Stores Sale of Meals 		
5.G.04	COMPLETE the following documents for an end of month report using the Purchases Vs. Allowance Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series):		
	 CG-3123 Daily/Summary Ration Memorandum CG-3471 Daily Ration Cost Record CG-3476 Individual Credit Account CG-4261 Provision Inventory Report CG-5269 Report of Survey CG-2576 CG Dining Facility Operating Statement 		
	 Call Record Sheet CG-4901 Meal Sign-In Sheet Transmittal Letter Cash Log DD-1149 Requisition and Invoice/Shipping Document 		
	SupGuide : Supervisor will provide data/information to complete report.		
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5.G.05	RECONCILE credit card monthly statement IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).		
5.G.06	PREPARE the documentation needed for formal and informal relief of the Food Service Officer (FSO) IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).		
6.G.01	COMPLETE the following documents for an end of month report using the Perpetual Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series):		
	 CG-2581 Issues/Sales Slip CG-3123 Daily/Summary Ration Memorandum CG-3471 Daily Ration Cost Record CG-3469 Provision Inventory Control Record CG-4246 or NAVSUP 766 Provision Ledger Card CG-3476 Individual Credit Account CG-4261 Provision Inventory Report CG-5269 Report of Survey CG-3114 Inventory Adjustment Form CG-2576 CG Dining Facility Operating Statement Call Record Sheet CG-4901 Meal Sign-In Sheet Transmittal Letter Cash Log DD-1149 Requisition and Invoice/Shipping Document Flight meal / Special meal request 		
	SupGuide : Supervisor will provide data/information to complete report.		
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RATING: FOOD SERVICE SPECIALIST

GLOSSARY

Bake – To cook food by surrounding with hot, dry heat; as in an oven.

Carve – To cut with care or precision; to cut into pieces or slices; to cut up and serve meat; to cut a solid material as so to form something.

Clean/Sanitize – Remove all visible impurities, then eliminate or reduce contaminants to an acceptable level.

Complete - Follow a process or procedure from initial identification to submission of any required reports or forms; provide with lacking parts or information.

Cook – To prepare food for eating by means of heat or other cooking methods.

Deliver - To present to an intended target or destination.

Draft - To draw the preliminary sketch, version, or plan of; a composition; submitted for approval.

Handle – A means of understanding or controlling an item or items.

Inspect – Examine officially, look at carefully.

Maintain – To preserve, fix, or keep in good repair; hold or keep in a state or condition.

Modify - To make minor changes in/to; alter or change somewhat the form or qualities of.

Operate - To perform a function. "Operate" is to turn on, control, and turn off a piece of equipment.

Perform – Carry out an action or pattern of behavior. To begin a task and carry through to completion in accordance with applicable instructions and regulations.

Prepare - To combine elements and produce a product. Example: Prepare a meal. To put together, make ready, put into a state of use.

Procure - To purchase a required item through an authorized process.

Store - To stock or deposit. Note: Store implies protecting from deterioration or pilferage.

RATING: FOOD SERVICE SPECIALIST

Train - To make proficient by instruction and practice. To convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.

Verify - To determine the accuracy of recorded information by comparing to physical evidence.

Wash – Clean by the flowing action of a liquid, especially water; the act or process or of rinsing.

REFERENCE MATERAL (hyperlink provided where available)

Armed Forces Recipe Service (AFRS), NAVSUP Publication 7

Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

Coast Guard Health Promotion Manual, <u>COMDTINST M6200.1</u> (series)

U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series) FINCEN SOP

Food Service Management General Messes, NAVSUP Publication 486

Food Service Sanitation Manual, COMDTINST M6240.4 (series)

"Professional Cooking", by Wayne Gisslen, ISBN-0471436259

Weight Management Self-Help Guide, COMDTPUB P6200.1

Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)